

To: Bielenberg, Ben[Bielenberg.Ben@epa.gov]
Cc: Seabrook, Esther[seabrook.esther@epa.gov]
From: Kercado, Carlos
Sent: Fri 8/14/2015 6:44:41 PM
Subject: FW: Gold King Mine Response: Site-Specific Charging
SSID note to regions v5 OCFO.docx

Hi Ben,

If responders are expected to work overtime, does it make sense to have Region 6, Region 8 or OEM/EOC to prepare one form per pay period for all responders expected to work OT? This would be easier and more effective than having to do an OT form for every single responder. Also, normally timekeepers are the ones doing the OT form, not the staff, at the request of the supervisor. If responders are NOT expected to work overtime, anytime a responder is requested to work OT, Region 6, Region 8 or OEM/EOC should prepare the form for them. How would a supervisor in the home office/region know his employee has been asked to work OT? My thought is that either Region 6, Region 8 or OEM/EOC; OR the home Region do an OT form when somebody is deployed and the form authorizes OT for the entire deployment.

Also, how supervisors in the home office/region know the hours an employee worked, including OT, so he/she can have that information come timecard approval day comes. Will you guys be sending something to the home supervisors with the actual number of hours worked by the responder?

Carlos Kercado

Acting Regional Comptroller

Financial Management Branch

U.S. Environmental Protection Agency, Region 2

290 Broadway New York, NY 10007

(212) 637-4151

kercado.Carlos@epa.gov

From: Wilbur, Jennifer

Sent: Friday, August 14, 2015 2:02 PM

To: OCFO-Regional-Comptroller

Cc: Wilbon, Larry; Burnham, Larry; Flaks, Art; Jennings, Robert; Woolford, James; Gardner, Monica; Giacalone, Kristin; Blackman, Richard; Ripley, Laura; Vanroden, Victoria; Fontaine, Tim; Gonzalez, Daniel; Coogan, Daniel; Stalcup, Dana

Subject: Gold King Mine Response: Site-Specific Charging

Importance: High

Regional Comptrollers & Other Program Offices

Attached please find the instruction/guidance on how to ensure proper charging and tracking of payroll, contracts, and travel resources associated with the response to the Gold King Mine Release. While this may only currently affect some of you, I felt it would be prudent to share with all of you as some of your regional staff may be traveling to assist.

Please share with others as appropriate.

Thank you.

From: Vanroden, Victoria

Sent: Friday, August 14, 2015 1:50 PM

To: Martinez, Lavone; Woodyard, Josh

Cc: Ripley, Laura; Wilbur, Jennifer; Beasley, Lynn; OSWER OEM Managers; Flaks, Art
Subject: Site-Specific Charging Info. for Gold King Mine

Lavone – please distribute this OSWER/OCFO document through the EOC finance desk to appropriate parties. OCFO and OSWER/SBO will also distribute to their contacts. Document approved by OGC. Thanks

Victoria L. van Roden

U.S. EPA/OSWER/OEM/RMD

202-564-4253 (work)

202-604-3059 (cell)